

**TREY GRAYSON**  
**SECRETARY OF STATE**  
**APPLICATION FOR APPOINTMENT TO THE OFFICE OF NOTARY PUBLIC**

PURSUANT to the provisions of KRS 423.010, the undersigned applies to the Secretary of State of the Commonwealth of Kentucky to be appointed to the Office of Notary Public for the state at large. For this purpose, the undersigned applicant makes the following statements:

1. Name of applicant : \_\_\_\_\_ Date of birth \_\_\_\_\_  
(please print or type)
2. Home address of the applicant: \_\_\_\_\_  
(street)  
\_\_\_\_\_  
(city) (state) (zip)
3. If a KENTUCKY RESIDENT, county of residence OR county in which applicant's principal place of employment is located:  
\_\_\_\_\_ County.  
If a person is NOT A RESIDENT OF KENTUCKY, but is employed in Kentucky, county in which the applicant's principal place of employment is located: \_\_\_\_\_ County.
4. Application is being made for ☐ new appointment or ☐ reappointment. If a reappointment, present commission will expire: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_. (If previously a notary public and commission has expired, please check new appointment).
5. Applicant must meet following requirements: **1)** eighteen (18) years of age; **2)** if a Kentucky resident, a resident of the above-named county or principally employed in the county from which he or she is making application and if not a resident of Kentucky and employed in Kentucky, is principally employed in the above named county from which he or she is making application; **3)** of good moral character, i.e., not a convicted felon or if a convicted felon, civil rights have been restored by executive order; and **4)** capable of discharging the duties imposed upon the Office of Notary Public.
6. Signature of  
  
applicant: \_\_\_\_\_

**PLEASE NOTE:**

**CERTIFICATE OF APPROVAL BY OFFICIAL *MUST BE COMPLETED BEFORE MAILING TO THE SECRETARY OF STATE***

The undersigned, an official authorized by statute to approve this application,\*\* states that the applicant herein is over eighteen (18) years of age, if a Kentucky resident, is a resident of or principally employed in the above-named county, or if not a Kentucky resident, but is employed in Kentucky, is principally employed in the above named county, is of good moral character, and is capable of discharging the duties imposed by law upon the Office of Notary Public of the Commonwealth of Kentucky.

NOW, THEREFORE, by virtue of the foregoing statements I have made and the authority granted to me by statute, my approval to the foregoing application is hereby granted.

SIGNATURE OF OFFICIAL: \_\_\_\_\_

PLEASE PRINT OR TYPE NAME: \_\_\_\_\_

OFFICIAL TITLE (INCLUDE COUNTY) \_\_\_\_\_

**\*\*PLEASE NOTE:** The Certificate of Approval must be signed by one of the following officials: Circuit Judge, Circuit Clerk, County Judge/Executive, County Clerk, Magistrate or Member of the General Assembly of the county of residence of the applicant or in the county in which the applicant's principal place of employment is located.

## GENERAL INSTRUCTIONS

After the application has been processed by the Secretary of State, your Certificate of Appointment will be sent to the county clerk in the county of application. For a Kentucky resident, the county of application is the county where the applicant resides or is principally employed as designated in line 3. For an applicant who is not a resident of Kentucky, but is employed in Kentucky, the county of application is the county in which the non-resident is principally employed. At the same time the Secretary of State sends the Certificate of Appointment to the county clerk, a written notice will be sent to you stating that your Certificate of Appointment is in the county clerk's office. **Within thirty (30) days** of receiving your notice, you must go to the county clerk's office and

- (1) **Post Bond;**
- (2) **Take the Oath of Office; and**
- (3) **File and record your commission in the office of the county clerk.**

For specific information regarding these requirements, you should make direct contact with your county clerk.

## INSTRUCTIONS BY LINE

- |        |  |
|--------|--|
| Line 1 | List your name as it is to appear on the Certificate of Appointment.   |
| Line 2 | List your home address. This is where your written notice of appointment will be mailed.   |
| Line 3 | List county of application. For a Kentucky resident, the county of application is county where the applicant resides OR is principally employed. For an applicant who is not a Kentucky resident, but is employed in Kentucky, the county of application is the county in which he or she is principally employed. |
| Line 4 | Check whether a new appointment or a reappointment. If previously a notary public and your commission has expired, please check new appointment.   |
| Line 5 | Requirements for becoming a notary.  |
| Line 6 | Signature of applicant.  |

***Certificate of Approval by Official must be completed before mailing to the Secretary of State***

Please mail application along with the fee of **\$10.00** be made payable to the **Kentucky State Treasurer** to:

**Notary Commissions  
PO Box 821  
Frankfort, KY 40602-0821**